

# WMU

## Wing Management Utility Inland Empire Group 3 Basic Procedures

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Changes: 15 Feb 2004: Pages 1, 2, 13 (Pages renumbered)

Added Modify Mission Participation

If you discover any errors, please contact the author and they will be corrected

## Exhibit Index

Exhibit 1	WMU/ MMU Home page <a href="http://wmu.nat.cap.gov/">wmu.nat.cap.gov/</a>
Exhibit 2	WMU Main Menu <a href="http://wmu.nat.cap.gov/NewMainMenu.asp">wmu.nat.cap.gov/NewMainMenu.asp</a>
Exhibit 3	General Member Menu
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Exhibit 32	Mission Summary Selector
Exhibit 33	Mission Participation Input Form
Exhibit 34	Air Operations Menu
Exhibit 35	Pilot Specialty Worksheet

Note: All references to any Exhibit within the text of these procedures is indicated by showing the Exhibit number in parenthesis i.e. (15)

These Exhibits are NOT included with these procedures. They are handy, but not required to utilize these procedures. If you want these exhibits with your copy of these procedures, simply print the page when you first use the procedure.

## **PREFACE**

The intent of these procedures is to assist anyone not fully conversant with WMU and who may be somewhat intimidated by the vast array of procedures required to accomplish the various tasks that this system will perform.

The first time you try to accomplish any given task, simply follow each procedural step exactly. You will find that after you have done a particular procedure a few times, rather than read every word in the procedure, simply note the **BOLD** words and they will act as reminders, as to what to **Enter or Click**. It's like a cook book, and like a cook book, failure to follow the procedure exactly, may result in something other than what you desired. .

The procedures included, cover most of the tasks that the average Member or Unit Commander will encounter on a daily basis.

No guarantees are included with these procedures, as WMU is changed from time to time, with no notification to the author.

If you find that a given procedure does not work, please advise the author and the procedure will be corrected.

## **SIGNING ON TO WMU HOME PAGE**

- a. Sign on to the INTERNET
- b. **Open <wmu.nat.cap.gov/>**. This gets you to the WMU/MMU home page (1). (note the slash "/" at the right)
- c. **Click "Web WMU"** to go to the WMU Main Menu (2)

Or

- d. **Open <wmu.nat.cap.gov/newmainmenu.asp>** This gets you directly to the WMU Main Menu (2)

## **SIGNING ON TO WMU MENU's**

- a. Depending on your position, **click on** either **"Member"** or **"Unit Commander"**
- b. If you are just signing on, the "Web User Entry Validation Form" page (5) will appear.

**Fill in the required information and click "Log In"**. (Note: you will have to position the cursor at the CAPID Field).

If you are a first time user, you will be prompted for more information, e.g. Mother's Maiden Name and your birthday (day only) and your password again. Note your password, as you will have to use it every time you use WMU in the future. (No exhibit for this page is included)

- c. Either the Member Menu (3) or Unit Commander menu (4) will appear  
All basic functions are the same on both menus (almost)

## **MEMBER INITIAL PROCEDURES**

This procedure is to enter all available information about yourself, into the WMU Database.

- a. **Click on "Phones and General Info"** on Member menu (3) or **"Personal Information"** on the Unit Commander Menu (4). The "Member Information" page (6) will appear
- b. Fill out all known information about yourself and **click on "Update Member Information"**. The screen will refresh. Check to be sure all information is correct as it is now in the WMU database(After all updates in WMU, the page will refresh)
- c. **Click the "BACK" button**, to get back to the menu page(3) or( 4)
- d. **Click on "Emergency Contact Information"** on Member Menu (3) or Unit Commander Menu (4). The "Emergency Notification Data" page (6A) will appear.
- e. Enter your Emergency Contact Information and Click **"Update Contact Information"** and/or **"Update Medical Information"**
- f. **Click the "BACK" button**, to get back to the menu page(3) or( 4)
- g. **Click on "First Aid Cards"**. The Member First Aid Qualification page (7) will appear
- h. Fill out all applicable information (expiration dates) and **click on "Update Information"**
- i. **Click the "BACK" button**, to get back to the menu page (3) or (4)
- j. **Click on "Pilot Information"**. The "Pilot Update Information Form" page (8) will appear.

- k. Enter all Certificates, Instructor's Ratings and Other ratings and click on **"Update Certificates/Ratings"**.
- l. Enter your Medical date and class and click on **"Update Medical"**
- m. Enter all applicable Flight Status dates and click on **"Update"**
- n. Verify you're CAPF 5 Checkrides A/C type and dates. **Highlight** any that are to be deleted and click on **"Delete Selected"** to delete any that no longer apply.
- o. Enter any New CAPF 5 Checkride/Quiz information and click on **"Insert"**.
- p. Enter you current PIC Flight Currency Information and click on **"Update Flight Currency"**.
- q. **Click the "BACK" button**, to get back to the menu (3) or (4)

## **LOST PASSWORD PROCEDURE**

Password is one of the few "case" sensitive items in WMU.

When you try to sign on to WMU and cannot remember the password you initially used, or used the wrong password, you will be prompted with the message "The password is not valid: Re-enter or use the Forgot Your Passwowd button to have it e-mailed to you at the e-mail address on file in MIMS and WMU" (27).

- a. To retrieve your password, click on **"Password Help"** on that page. The "PASSWORD RECOVERY FORM" (28) screen will appear.
- b. **Enter your CAPID (or CAPSN)**
- c. **Enter your Wing Identifier "CA"**
- d. **Enter your Mother's maiden name "nnnnnnnnnn"**
- e. **Click on "SUBMIT"** You will receive the message "YOUR PASSWORD WILL BE E-MAILED TO YOU AT <your e-mail address>"(29).

If you are a new user and have not entered your E-Mail address into WMU, the following procedure should be used. To get your E-Mail address into WMU (since you cannot logon), any other member with access to WMU, can do this for you as follows:

Select your Unit and Name with the "Select Member" procedure (see "Select Another Member") from either the Unit Commander's menu or Member's menu, then go to "Personal Information" or "Phones and General Info" and enter your E-Mail address into WMU.(See "Member Initial procedures")

Once that is done, you can get your password by signing on to WMU and following the instructions for recovering your password as described above.

This is why it is best for anyone signing on to WMU the first time, to fill in all of the personal information at that time, including E-Mail address. Without that information in the system, we have to do it the hard way.

## **ES SPECIALTIES**

These procedures are used to check your specialties and request a new CAPF 101 ES Card. To look at your ES Specialties.

- a. On menu (3) or (4) **click on “ES Specialties”**. The ES Specialties CAPF 101 Card (9) screen will appear.
- b. All of your recorded specialties are listed showing the Issue date, Recurrency Date, Trainee / Inactive, METL Date and ART Date. You cannot change these dates on this screen.
- c. Recurrency, METL and ART expire after two years. Recurrency requires that a Mission is participated in, every two years. METL and ART require that certain “Tasks” be accomplished every two years. These tasks can be found in the CAPF 101T procedure for any Specialty. See **“Recurrency Procedure”**

**INITIAL CAPF 101 ES CARD** (CAPT 116) can only be done by a Unit Commander using the “Select Member” procedure. (See Table of Contents)

## **ES PART 1 CAPT 116 and ICS 100**

- a. To qualify for an Initial CAPF101 Card, a member must have completed Level 1, CPPT, CAPT 116 and ICS 100 training and completed the On-Line test, administered via the National Headquarters Web Site. To get an Initial CAPF 101 Card, the dates that you completed the CAPT 116 and ICS 100 tests and the Certificate Numbers must be entered into WMU.
- b. Take the CAPT 116 and ICS 100 tests on the National Website, see Attachment 1

Return to WMU

- c. On menu (3) or (4) **click on “ES Specialties”**. The ES Specialties Worksheet (9) screen will appear.
- d. Scroll to the bottom of the page.
- e. Enter the CAPT 116 and ICS 100 dates and Certificate numbers.
- f. **Click on “Update Specialties”**
- g. **Click the “BACK” button** to return to the menu (3) or (4)
- h. **Click on “CAPF100”**. The Request for CAPF 100 - type selection screen (15) will appear.
- i. Click the **“Initial” or “Renewal”** button ON
- j. **Click “View CAPF 100”**, Your CAPF 100 (16) will appear.
- k. Check that all data fields are filled in. Any missing required fields will noted in RED.
- l. Check “CAPT 116 Completion date”
- m. **Scroll to the bottom and click “Submit”**. This will submit your CAPF 100 for approval and issue an E-Mail to your Unit Commander, telling him/her that there is a CAPF 100 for his/her approval. When it is approved, your Unit Commander can print an ES Card CAPF 101 (18) (See Print CAPF 101 Card)  
When the CAPF 100 screen has “Refreshed” **scroll to the bottom of the screen and note the Record Locator number** following the form number. **Record that number**, so that you can check on the status of your CAPF101 later.

## **RENEWAL CAPF 101 ES CARD**

- a. On menu (3) or (4) **click on “CAPF 100”**. The request for CAPF 100 – type selection screen (15) will appear.
- b. **Click the “Renewal” button ON.**
- c. **Click on “View CAPF 100”**. Your CAPF 100 (16) will appear.
- d. Check that all data fields are filled in. Any missing required fields will noted in RED.
- e. Scroll to bottom of screen and **click on “Submit”** This will submit your CAPF 100 for approval and issue an E-Mail to your Unit Commander, telling him/her that there is a CAPF 100 for his/her approval. When it is approved, your Unit Commander can print an ES Card CAPF 101 (18) (See Print CAPF 101 Card)
- f. **When the CAPF 100 screen has “Refreshed” scroll to the bottom of the screen and note the Record Locator number following the form number.** Record that number, so that you can check on the status of your CAPF101 later.

NOTE: Once you have submitted a request for a new CAPF101 card and a Record Locator number has been created by the WMU system, DO NOT resubmit that request again. If you do, all that will result is a duplicate entry, that will have to be rejected by the next level of approval authority. Eg: If you go back to the menu (3) or (4) and take a new look at your CAPF 100 again, it will appear the same as last time you looked at it. This gives the impression that your last submittal was not processed. To look at your last submittal, go to the CAPF 100 - type selection screen (15), **click on the “View the CAPF 100 form identified by record locator XXXX”**

## **UPGRADE CAPF 101 ES Card (New Specialty)**

CAPF 101 ES Cards may be upgraded in several ways (See Exhibit 15)

- a. Upgrade from CAPF101T Card
- b. Upgrade to Transport Pilot
- a. Upgrade to Air Radef, (Not documented in this procedure)
- b. Upgrade to Ground Radef, (Not documented in this procedure)
- c. Upgrade to Technical Specialist, (Not documented in this procedure)

## **UPGRADE FROM CAPF 101T CARD**

In order to upgrade CAPF 101 card with any new specialty, all requirements for that specialty must be entered on a CAPF 101T. In some cases, such as for Mission Observer(MO) or Ground Team Leader (GTL), another Specialty must be completed first. For example, completion of one specialty will be one of the Prerequisites for the new specialty. E.g.: Mission Scanner (MS) must be completed before Mission Observer (MO) can be completed.

An exception to this is the Upgrade to ‘Transport Pilot’, as there is no CAPF 101T procedure for the Specialty. See the “Upgrade to Transport Pilot” procedure.



## **CAPF 101T CARD**

This procedure must be completed before an "Upgrade" CAPF 101 card can be requested.

- a. On menu (3) or (4) **click on "CAPF 101T"**. The CAPF101T Card Utility (10) screen will appear.
- b. **Scroll down to the specialty desired and highlight it.**
- c. **Click "Go to card Detail"**. The CAPF 101T worksheet (11) for that specialty will appear.

There are four sections to each CAPF 101T Worksheet.

1. Prerequisites
2. Familiarization and Preparatory Training
3. Advanced Training
4. Mission Participation
5. Unit Commander Certification

Two of these sections, have an "Input Training Certifications" button

If **"GES"** is not dated, an update is not possible. Return to "INITIAL CAPF 101 ES CARD" and complete that process.

Also, if one of the prerequisites is another specialty, you must first complete that specialty.

Note: In the Familiarization and Preparatory section of the CAPF 101T MP, there are two items, "50 hrs cross-country" and "PIC 175 Hours" that do not show up from the data entered in the Pilot Information page. These are entered from the "Input Training Certifications", described below.

- d. **Scroll down to Familiarization and Preparatory Training and click "Input Training Certifications"** The "ES Training Management Module" (13) screen will appear.
- e. **Click on Specialty Training, METL Training, or ART Training.**
- f. **Click on "Select Specialty"**. The List of Tasks for that specialty will appear.
- g. Enter the date the Task was completed, name of instructor and the check mark box for each task completed
- h. **Click on "Submit"**  
Note: This procedure can be done in sections or all at once. In many cases, inputting certain requirements will fill in those requirements for several other specialties.
- i. Click on "Jump to Previous menu"
- j. On menu (3) or (4) **click on "CAPF 101T"**. The CAPF101T Card Utility (10) screen will appear.
- k. **Scroll down to the specialty desired and highlight it.**
- l. **Click "Go to card Detail"**. The CAPF 101T worksheet (11) for that specialty will appear.

Once all requirements are completely filled in, the last section of the 101T "Mission Participation", will allow you to enter the two missions required for qualifying for a specialty or one mission for Recurrency. If the mission was previously entered

using the Mission Management Utility (MMU), these missions will be automatically entered into the CAPF 101T worksheet. If not, you can enter them now.

- m. **Click on “Input Mission Participation”** The Mission Summary Selector” (32) Page will appear
- n. Either select the Mission from the existing Mission list or enter the Mission number and type.
- o. **Click on “Continue”**
- p. Enter the Mission date.
- q. **Click on “Enter new Date”**. The Mission Participation Input Form” (33) will appear.
- r. Enter “CAPID” and **click on “Lookup Member”**
- s. Select “Duty” for that day and **Click on “Enter”**
- t. **Click on “Return to Previous Menu”**
- u. **Click on CAPF 101T**
- v. Select 101T desired.
- w. Check to be sure Missions have been entered in the 101T
- x. **Enter “Unit Commander’s Certification”**
- y. **Click the “BACK” button** to return to the menu (3) or (4).

#### **Request an Upgrade CAPF 100**

- a. **Click on “CAPF 100”**. The Request for CAPF 101, type selection (15) screen will appear.
- b. **Click the “Upgrade” button ON.**
- c. **Click “View CAPT 100”**. The CAPF 100 screen will appear.
- d. Check that all data fields are filled in. Any missing required fields will noted in RED.
- e. Check that the specialty you have been entering via the CAPF 101T, is indicated as a “U” in the number column.
- f. Scroll to bottom of screen and **click on “Submit”** This will submit your CAPF 100 for approval and issue an E-Mail to your Unit Commander, telling him/her that there is a CAPF 100 for his/her approval. In the case of upgrades, the approval chain is the Unit Commander, then the Group Commander, then CAWG. When it is approved by all required, your Unit Commander will receive an E-Mail telling him/her that he/she can print an ES Card, CAPF 101 (18) (See Print CAPF 101 Card)
- g. **When the CAPF 100 screen has “Refreshed”, scroll to the bottom of the screen and note the Record Locator number following the form number.** Record that number, so that you can check on the status of your CAPF101 later.
- h. **Click the “BACK” button** to return to the Menu (3) or (4).

#### **Recurrency, METL and ART Procedure.**

- a. **Click on “ES Specialties”**
- b. Check and note “Recurrency”, “METL” and “ART” dates. Recurrency date is the date of last mission, METL and ART dates are expiration dates.
- c. **Click the “BACK” button** to return to the menu (3) or (4)
- d. **Click on CAPF 101T**
- e. Use the same procedures described under **CAPF 101T CARD** to update Recurrency Mission dates, METL task or ART task expiration dates.

## **UPGRADE TO TRANSPORT PILOT**

In order to upgrade to a TRANSPORT PILOT, the following must be accomplished:

- a. You must have completed your **Form 5 checkride**.
- b. Enter all data required the **"Pilot Update Information"** page including your From 5 Date and A/C type. (See Member Initial Procedures (g - i) (See Exhibit 8)
- c. Your Unit Commander or Check Pilot must **verify that your "Pilot Records"** are complete. See Updating Pilot Records procedure (Exhibit 24 -25).
- d. On menu (3) or (4) **click on "CAPF 100"**. The request for CAPF 100 – type selection screen (15) will appear.
- e. **Click the "Upgrade" button ON.**
- f. **Click the "Transport Pilot" button ON**
- g. **Click on "View CAPF 100"**. Your CAPF 100 (16) will appear.
- h. Check that all data fields are filled in. Any missing required fields will noted in RED. A "-U-" should be in place of the "11" for Transport Pilot.
- i. Scroll to bottom of screen and **click on "Submit"** This will submit your CAPF 100 for approval and issue an E-Mail to your Unit Commander, telling him/her that there is a CAPF 100 for his/her approval. When it is approved by Wing, your Unit Commander can print an ES Card CAPF 101 (18) (See Print CAPF 101 Card)
- j. **When the CAPF 100 screen has "Refreshed", scroll to the bottom of the screen and note the Record Locator number following the form number.** Record that number, so that you can check on the status of your CAPF101 later.

NOTE: Once you have submitted a request for a new CAPF101 card and a Record Locator number has been created by the WMU system, DO NOT resubmit that request again. If you do, all that will result is a duplicate entry, that will have to be rejected by the next level of approval authority. Eg: If you go back to the menu (3) or (4) and take a new look at your CAPF 100 again, it will appear the same as last time you looked at it. This gives the impression that your last submittal was not processed. To look at your last submittal, go to the CAPF 100 - type selection screen (15), **click on the "View the CAPF 100 form identified by record locator XXX"**

## **UPDATING PILOT RECORDS**

- a. On menu (4) **click on "Certify Pilot File"**. The "CAP Pilot Folder Unit Selector" (24) will appear.
- b. Scroll down to the **Unit** desired and **Click on "Submit"**. The "CAP Pilot Folder Verification" (25) screen will appear.
- c. Click on the **Pilot's name**, to select the pilot desired or scroll down to the pilot records desired.
- d. Verify each item in the Pilot's Record and click on **"Verify Document"** for each document listed, after verifying that these records are in the Pilot Record file for your Unit. To remove an approval, click on **"Remove Approval"**.
- e. Click on **"Update"**. The refreshed "CAP Pilot Folder Verification" (25) screen will appear.
- f. Verify that all items have been posted.
- g. **Click the "Back" button** to return to the Menu (4)

## **MODIFY MISSION PARTICIPATION**

**To check member's Mission Participation.**

- a. Go to "**Unit Commander**" Menu
- b. **Select Member** desired
- c. Click on "**ES Qualification Records**"
- d. Scroll down to "**Mission Participation**". All missions will be listed by date, most current first.

To remove an erroneous Mission

- e. Go to "**Unit Commander**" Menu
- f. Click on "**CAPF 101T xx**"
- g. Select **Specialty** desired
- h. Click on "**Go to Card Detail**"
- i. Click on "**Input Training Certifications**". The "**ES Training Management Module**" page will appear.

An alternate way to get to the "ES Training Management Module"

- j. Go to the "**Main Menu**"
- k. Go to "**Administration Menu**"
- l. **Select Member** desired
- m. Click on "**Training Certifications**". The "**ES Training Management Module**" page will appear.
- n. Select **Specialty**. All Task and Mission dates for that specialty will appear. (Mission numbers do not show)

To delete a particular Task or Mission

- o. Click on the "**Delete Button**" by that Task or Mission date. Then click "**Submit**". The specialty for that date will be deleted from the Mission Participation list and from the CAPF 101T xx.

Note, if the "Delete" buttons do not show on the "**ES Training Management Module**" page, you will have to be assigned, as "**ES Officer Assistant**" in the "**Unit Organization**" for your Unit.

The next older mission in the Mission Participation list for that specialty will now show in the CAPF 101T xx and in the "ES Training Management Module" page

## **CHECK STATUS OF CAPF 101 CARD**

- a. On menu (3) or (4) **click on “CAPF 100”**. The request for CAPF 100 – type selection (15) screen will appear.
- b. Click on **“View the CAPF 100 form identified by record locator < record number>”**. The number is the one you found at the bottom of your CAPF 100 screen.
- c. Click on **“View CAPF 100”**. Your CAPF 100 form (16) will appear.
- d. Scroll to the bottom of the screen and check the approval status of the CAPF 100.
- e. If it is not approved yet, be patient. This can take several days.

## **CAPF 100 APPROVAL PROCEDURE**

The approval of CAPF 100 (CAPF 101 Cards) forms is delegated to different levels of Command.

Initial and Renewal requests are approved by the member's Unit Commander. No further approval is required and the Unit Commander can print the CAPF 101 Card.

Upgrades must be approved by the Members Unit commander then the Group Commander and CAWG

When a member submits a request for a CAPF 101 card, an E-Mail is sent to the member's Unit Commander advising that an approval is necessary. This message contains the Record Locator number that is assigned at the time the member submits his/her request CAPF 100.

If the request is an upgrade, when the Unit Commander approves the request, another E-Mail is created to the Group Commander. When the Group Commander approves that CAPF 100, another E-Mail is created to CAWG that their approval is necessary

When a Unit Commander signs on to WMU as a Unit Commander, the first thing He/She should do is as follows:

- a. On menu (4) **click on “CAPF 100”**. The request for CAPF 100 – type selection screen (15) will appear.

When there are CAPF 100(s) requiring his/her approval, below the “initial,” “renewal,” and “upgrade” and, “View CAPF 100” section, there will be another section that has member's name(s) and another “View CAPF 100” button.

- b. **Click on the name list button**, to see if more than one name is listed. For each name, **click on “View CAPF 100”**.
- c. For each CAPF 100 that requires approval, scroll to the bottom of each CAPF 100 form and either **approve or reject** the request. If you reject or disapprove a request, you must first enter a reason in the remarks field.

Each time you approve a CAPF 100, the appropriate E-Mail is created and the recipients are listed at the bottom of the refreshed CAPF 100 form.

- d. **Click the “BACK” button** to return to the menu (4) screen.

### **PRINT CAPF 101 CARD**

- a. On Unit Commander's menu (4), **click on "Print CAPF 101 Cards"**. The "Print CAPF 101 Card Utility" (17) screen will appear.
- b. **Scroll to the unit desired** in the Selected Unit box and **click "Show Unit Members"**.
- c. **Highlight member desired.**
- d. **Click on "Print CAPF 101"**.
- e. **Put Yellow Card stock in your printer.** Staples Canary or Solar yellow
- f. CAPF 101 card will appear in an Internet Explorer Screen. **Click the "Print button** to print the CAPF 101 ES Card. (18)

### **CAPF 101 ES CARD, BLANKING UNAUTHORIZED SPECIALTIES**

To blank out of the unqualified specialties on the ES card, do the following:

On the Internet Explorer top tool bar Click on "Tools"  
Scroll down to and Click on "Internet options".  
Click on the "Advanced" tab.  
Scroll down to "Printing".  
Click to turn on "Print background color and images".  
Click on "Apply".  
Click on "OK".

### **MEMBER LOCATOR**

- a. On the menu (3) or (4) **click on Phone/eMail**. The Member Locator (19) screen will appear.
- b. **Enter Last name, First name (if known) and Wing.**
- c. **Click on "Submit"**. Phone numbers, Cell phone numbers, pager numbers, FAX numbers and e-Mail data will show on the Member Locator (19) screen.
- d. **Click the "BACK" button** to return to menu (3) or (4)

### **CAP AIRCRAFT STATUS**

- a. On the General Member menu (3) **click on Aircraft Status**. The CAP Aircraft Status (20) screen will appear.
- b. The Status of all Corporate aircraft are shown.
- c. **Scroll to the bottom of the page** and **Select an aircraft of your choice. Click "select**. The information about that aircraft will show on the page.
- d. **Click the "BACK" button** to return to the member menu (3).

## **SCHEDULE AIRCRAFT**

- a. On the General Member menu (3) **click on “Schedule Aircraft”**. The “Corporate Aircraft Schedule Utility” (21) screen will appear.
- b. **Highlight the year, month, day and aircraft** you wish to schedule. **Click “View Schedule”**. The aircraft schedule for that aircraft will appear.
- c. To request a block of time, **select your “start time”, and “stop time”** and **click “Request Time Block”**. Your name will appear in that time period on the schedule. To delete that time block, **click “Cancel Time Block”**

To schedule or cancel time for another member see the “Select Another Member” procedure.

## **SELECT ANOTHER MEMBER**

:

There are two ways to perform WMU functions for a member, other than yourself.

On menu (3) or (4) **Click on “Select Member”**.

or on most other screens

**Click on “Select Another Member”**. The “Select Organizational Entity” (23) screen will appear.

Highlight the unit desired and **click on “Select New Unit”**. A new member list will appear.

Highlight the member desired and **click on “Select Member”**.

When the new member has been selected, WMU will return you to the screen you were working on.

## **PILOT RECORDS CHECKLIST**

Enter the data requested in the following;

- a. **On Menu (3) or (4)** select the following procedures and enter the required data:
- b. **Phones and General Information** (See page 4)
- c. **First Aid Cards** (See page 4).
- d. **Pilot Information** (see page 4). Be sure and include: Medical date and Class, Flight review date (BFR), CAPF 91 Date, Certificates held, Type, Ratings and CAPF 5 Date and A/C type. You should also fill in the hours of flight time. This gets the information about the Pilot into WMU.

The Commander has to certify that the physical "Pilot Record File" is up to date. To accomplish this, do the following:

- e. **Updating Pilot Records** (see page 9). The Commander, has to certify that all the required pilot records are valid and on file at the Unit Headquarters. This procedure will list all pilots and their current WMU Status.
- f. **To produce a list of a Pilots** in any Unit, on Menu (3) or (4)
- g. **Click on the Member Lookup "by Specialties"**. The "Personnel Qualifications Locator" (26) screen will appear.
- h. **Select the Unit**
- i. **Highlight one or more "Pilot Categories"**, ASEL AMEL etc. To highlight more than one, click the first one, scroll down to the last one and "SHIFT CLICK" the last one. To further qualify the search, highlight any other qualification desired, such as CFI or Commercial etc.
- j. **Click "Submit"**. This search takes quite a bit of time as it has to search the whole database to find your members. The refreshed screen will show a list of the pilots and their phone numbers in the Unit selected.

## **MEMBER LOOKUP BY SPECIALTIES**

- a. **To produce a list of Members in any Specialty** in any Unit, on Menu (3) or (4)
- b. **Click on the Member Lookup "by Specialties"**. The "Personnel Qualifications Locator" (26) screen will appear.
- c. **Select the Unit**
- d. **Highlight one or more "Specialties" or "Pilot Categories"**. To highlight more than one, click the first one, scroll down to the last one and "SHIFT CLICK" the last one. To further qualify the search, highlight any other qualification desired, such as CFI or Commercial, Aircraft type etc.
- e. **Click "Submit"**. This search takes quite a bit of time as it has to search the whole database to find your members. The refreshed screen will show a list of the pilots and their phone numbers in the Unit selected.

## **CAPF 2a REQUEST FOR AND APPROVAL OF PERSONNEL ACTIONS**

- a. As of 28 Aug 2001, this procedure is not authorized in California Wing



## **O-RIDE PILOT QUALIFICATION ENTRY**

- a. On the Main Menu (2) click on the “**Operations Staff**” button. The “Air Operations menu” (34) will appear
- b. Click the “**Pilot PA Authorization**” button. The “Pilot Specialty Worksheet” (35) will appear
- c. Scroll through the list of member names to locate the member desired. (They are in alpha order by Unit). **Highlight the member desired.**
- d. Click to turn on the check marks for “**Cadet Orientation**” and the **Group(s)** desired. (This is the CAPR 60-1 Group designation. C182 and C206 are Group 2.)
- e. Click “**Update**”. “**CDT**” will appear by the member’s name.
- f. Click on “**Jump to Previous Menu**” to return to the “Air Operations” menu
- g. Click on “**Return to Main Menu**”.

## Attachment 1

### CAPT 116 and ICS100 tests

To access the CAPT 116 and ICS100 study guide and online test:

Get on the Internet

Go to <[www.cap.gov](http://www.cap.gov)> National Web site (Save this in your favorites)

Point to "Members"

Click on "E-Services"

Enter your "Username" or CAPID

Enter your Password.

The E-Services home page will appear.

If you are a first time user, click on "Member Registration". Follow the instructions given to get your E-Services password. Make note of this password, as you will have to use it every time you log on to E-Services. You may change this random password to anything you like next time you log on to E-Services

Click on "Ops Online Courses and Tests"

Click on "Emergency Services"

Click on "Emergency Services Curriculum Project"

Click on "Phase One Materials Released"

Click on "General Emergency Services"

The "Operations Directorate Online Quiz System" selection page will appear.

Under "Before taking the GES test" click "here" to view the slides"

The CAPT 116 / ICS 100 slide presentation will appear.

View the course.

When you are ready to take the test:

Go to <[www.cap.gov](http://www.cap.gov)> National Web site

Point to "Members"

Click on "E-Services"

Enter your "Username" or CAPID

Enter your Password.

The E-Services home page will appear.

Click on "Ops Online Courses and Tests"

Click on "Emergency Services Online Examinations"

The "Operations Directorate Online Quiz System" selection page will appear.

Select the "Complete CAPT 116 (100 questions)" test

Enter your CAPID and click "Next"

Take the test

When finished, click "OK, Grade the Test!"

Go back to the "Operations Directorate Online Quiz System"

Click "Here" to Print out your certificate.

File your Certificate in a safe place and make copy for your CAPF 201 file and a copy for you personal CAPF 201 file

The date and certificate number of this test (Capt 116 and ICS) must be entered into WMU on the "ES Specialties" page.

Once this data is entered into WMU, you can request an Initial CAPF 101 “GES card”

Note: Prior to requesting any CAPF 101 card, you must enter all of your personal and emergency notification information into WMU

## Attachment 2

To access the CAPR 60-1 Form 5 online test:

Get on the Internet

Go to <[www.cap.gov](http://www.cap.gov)> National Web site (Save this in your favorites)

Point to "Members"

Click on "E-Services"

Enter your "Username" or CAPID

Enter your Password.

The E-Services home page will appear.

If you are a first time user, click on "Member Registration". Follow the instructions given to get your E-Services password. Make note of this password, as you will have to use it every time you log on to E-Services. You may change this random password to anything you like next time you log on to E-Services

Click on "Ops Online Courses and Tests"

Click on "Stan/Eval program examinations"

The "Operations Directorate Online Quiz System" selection page will appear.

Select "CAPR 60-1 Form 5 Annual Examination"

Enter your CAPID

Click "Next"

Take the online examination. 22 Questions.

When finished, click "OK, Grade the Test!"

Go Back to the "Operations Directorate Online Quiz System"

Click "Here" to print out your certificate.

File your Certificate in a safe place and make copy for your CAPF 201 file and a copy for you personal CAPF 201 file

You will have to present this certificate to the CAPF 5 Check Pilot as proof of taking this test.

## Attachment 3

### Scanner Online study course and test

#### To access the Scanner online study courses

Get on the Internet

Go to <cawg.cap.gov> CAWG web site (Save this in your favorites)

Click on "Operations"

Click on "ES Training"

Scroll to "Aircrew Training"

Click on "Scanner Training"

Click on Home Study Part 1

Click on Home Study Part 2

These should both be printed and studied offline.

#### **To take the "Scanner Online Quiz"**

Get on the Internet

Go to <cawg.cap.gov>

Click on "Operations"

Click on "ES Training"

Click on "CAWG Online Testing"

Select "CAWG Scanner Course Test (50 Questions)".

Enter your CAPID and click "Next"

Take the test

When finished, click "OK, Grade the Test!"

Go Back to the "Operations Directorate Online Quiz System"

Click "Here" to print out your certificate.

File your Certificate in a safe place and make copy for your CAPF 201 file and a copy for your personal CAPF 201 file

Passing this test qualifies you for the "Familiarization and Preparatory Training" Task requirements in the CAPF 101T SC in WMU. Once this has been completed in WMU, you may print out a CAPF 101T SC for future use.

WMU Tutorial 60-3